Renewal Application Data (RAD)

2004-2005

U.S. Department of Education

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Overview

Preface

The *Renewal Application Data (RAD) Process Guide* is designed to meet the reference needs of financial aid administrators, programmers, and data processing staff.

This guide provides information for the Renewal Application process for the 2004-2005 award year and a summary of the major changes. Information includes changes to the Renewal Free Application for Federal Student Aid (FAFSA), a schedule of important dates, procedures for requesting PINs using the FAA Access to CPS Online Web site, and the record layouts for requesting PINs individually by Social Security Number (Type 2 PIN Request).

Renewal Application Process

Each year the Central Processing System (CPS) creates a Renewal FAFSA for each student who is eligible to participate in the Renewal Application process. The Renewal FAFSA is a tremendous time-saver for students; it carries forward most of the data provided on the prior year's FAFSA. Students only update information that has changed and complete certain income and asset questions.

For the 2004-2005 Renewal Application process, the CPS will automatically send PIN Mailers instead of paper Renewal FAFSAs to eligible applicants whose grade level in college equals fifth-year undergraduate, graduate/professional, or beyond. The CPS also will send PIN Mailers to students who used the Internet to submit a 2003-2004 FAFSA or make corrections to their FAFSA data. Students who supplied an e-mail address with correct syntax on their applications will receive a PIN Reminder by e-mail.

More details about student eligibility to participate in the Renewal Application process are provided in the "Eligibility for the Renewal Application Process" section of this guide.

Your school can also request that specific students or groups of students receive PIN Mailers instead of paper Renewal FAFSAs. If an e-mail address is present for the student, we will attempt to send an e-mail instead of a paper PIN Mailer. You can request that the CPS send PIN Mailers to your students by submitting either a PIN Request through FAA Access to CPS Online or a Type 2 Request through the Student Aid Internet Gateway (SAIG). Instructions for making PIN requests can be found in the "PIN Requests" section of this guide.

Organization of this Guide

This document is organized into seven content areas.

- Overview—discusses the Renewal Application process in general and the structure of this guide

- Getting Help—lists whom to call for help

- What's New for 2004-2005—describes the changes for the 2004-2005 RAD process

- 2004-2005 Schedule—details the RAD schedule of events

- Eligibility for the Renewal Application Process—discusses RAD eligibility for schools and students

- PIN Requests—discusses questions and answers related to the PIN Request process including step-by-step instructions for requests, errors, and the notification file

- Appendix—includes the record layouts for Type 2 Individual PIN Request Export, PIN Error Import, and PIN/Print Notification file, as well as helpful hints for making the Type 2 Request

Getting Help

How do I get help?

If, after you have read this guide, you have questions regarding the 2004-2005 Renewal FAFSA and PIN Request processes, please contact CPS/WAN Technical Support for assistance. The following services are supported by calling 800/330-5947 or sending an e-mail to cpswan@ncs.com:

- Logging in to FAA Access to CPS Online

- Making your PIN Request when logged in to FAA Access to CPS Online

- Checking updates or status checks on Electronic Data Exchange (EDE) productional status

- Downloading the EREP data file from the SAIG

- Answering questions on the Type 2 Layout and Error File

- Checking status on PIN Requests

- Answering questions about the PIN Request process

- Correcting and resubmitting rejected PIN Requests

You can also post questions regarding this guide and the PIN Request process on our e-mail listserv, FSATECH. FSATECH is an e-mail listserv for technical questions about the U.S. Department of Education's FSA systems, software, and mainframe products. For more information about FSATECH, including how to subscribe, visit the FSA Schools Portal: Listservs & Mailing Lists Web site at ed.gov/offices/FSA/services/fsatechsubscribe.html.

What's New for 2004-2005?

Changes

We are making the following changes to the Renewal Application process for 2004-2005:

- We will send a PIN Reminder through e-mail to students who have PINs and who provided e-mail addresses with correct syntax on their 2003-2004 FAFSA record. The e-mail will no longer include a URL for students to retrieve their PINs on the Internet.

- We have decreased the length of the RADD05IN record (Type 2 PIN Requests) from 109 bytes to 85 bytes. This change reflects a decrease in the number of bytes of the filler at the end of the record. The only valid content changes on the RADD05IN are for Year Indicator position 8 and Format Error Code position 81. See the record layout for these changes.

- We are eliminating batch processing for 2004-2005, so CPS Header and Trailer records are not required for the Type 2 PIN Requests.

- We will not require a deliverable address within the U.S. as a Renewal Application eligibility requirement, since we will communicate with some students through e-mail. We do, however, require a non-foreign, deliverable address for mailing the paper Renewal FAFSA to those students who do not qualify for a PIN Mailer.

- The PIN Mailer will contain a tear-out wallet card containing the student's PIN.

- We will carry forward the following match results from the student's 2003-2004 Renewal FAFSA eligible transaction to the 2004-2005 Renewal FAFSA, provided that the student did not make changes to his or her Social Security Number (SSN), name, or date of birth (DOB) on the 2004-2005 Renewal FAFSA:

  - Selective Service Match = Y (confirmed)

  - Veterans Administration (VA) Match = 1 (confirmed)

  - SSN Match = 4 and Social Security Administration (SSA) Citizenship status = A or Blank (Citizen) or SSA Citizenship status = B, C, D, E, or F (not a Citizen) and Student's Reported Citizenship = 2 (eligible non-Citizen).

- On the Renewal FAFSA, we will no longer preprint values for tax return fields, income fields, and the cash, checking, and savings fields for students with an automatic zero Expected Family Contribution (EFC).

- We will carry forward all schools reported on the student's 2003-2004 application record instead of listing only the schools that made payments to the student as reported on the National Student Loan Data System (NSLDS).

- We will print the student's current SSN in the barcode area of the paper Renewal FAFSA and the student's last name on the second page of the Renewal FAFSA in the Step Two heading.

- The RAPP PIN/Print Notification file notifies schools whether students who were eligible to participate in the Renewal Application process received a paper Renewal FAFSA or a PIN Mailer/e-mail. In 2004-2005, schools can also use this file to determine if a Renewal-eligible student received neither a paper Renewal FAFSA nor PIN Mailer/e-mail. This change is discussed in detail on page 20 of the "How do I determine if a student received a paper Renewal FAFSA, a PIN Mailer, or a PIN Reminder through e-mail?" section of this guide.

2004-2005 Schedule

Important Renewal Application Dates

Event	Date
FSA sends a P-message to schools • The network message will remind schools to tell students to update their mailing address or e-mail address in the CPS so their Renewal FAFSA or PIN can be sent to the correct address. We will also place a reminder message on the FAFSA on the Web site.	August 2003
The CPS builds the Renewal Application database • The CPS looks at the date and source of the student's first Renewal eligible transaction (see "Student Eligibility for a Renewal FAFSA" in the "Eligibility for the Renewal Application Process" section) to determine the Renewal FAFSA document for which the student qualifies. Students need to make necessary updates to their 2003-2004 record prior to October 3, 2003 to be considered for Renewal FAFSA eligibility.	10/6/03 – 10/10/03
Schools can begin submitting PIN Requests • Please note you can begin submitting 2004-2005 PIN Requests on this date, but the CPS does not begin processing requests daily until October 13, 2003.	10/6/03

2004-2005 Schedule (Continued)

Event	Date
The CPS processes PIN requests daily • Your PIN Request file must be transmitted and completely received by the CPS no later than 5:00 p.m. CT, October 31, 2003.	10/13/03 – 10/31/03
The CPS transmits the RAPP PIN/Print Notification file (PINR05OP) to all destination numbers • Every school associated with a destination number will receive this file, which contains all of the school's eligible Renewal FAFSA students.	11/6/03
The CPS prints and sends PIN Mailers directly to students • These are PINs requested by schools during the PIN Request period and PINs automatically sent to students because they filed through the Web or are fifth-year undergraduate, graduate/professional, or beyond students with an e-mail address that has invalid syntax. • Reminder PIN e-mails are sent to all qualifying (successful SSN Match) Renewal App eligible students with an e-mail address with correct syntax.	11/7/03 – 12/19/03
The CPS prints and mails paper Renewal FAFSAs directly to those students who are not sent PIN Mailers.	11/14/03 – 12/31/03

Eligibility for the Renewal Application Process

School Eligibility to Make PIN Requests

To participate in the PIN Request process through the FAA Access to CPS Online site or the Type 2 Requests through the SAIG, your school must:

- Have completed and filed an SAIG Enrollment Form that requests specific services for an EDE process (such as receiving electronic automatic ISIRs). The SAIG Enrollment process can be completed at fsawebenroll.ed.gov;

- Have an active enrollment status for your Federal School Code, which means you have correctly indicated on your SAIG Enrollment Form the Federal School Code you plan to use to perform the specific processes;

- Ensure your Federal School Code has an active enrollment status for PIN Requests. Your enrollment status is designated on your school's SAIG Enrollment Form with CPS/WAN Technical Support; *and*

- Be set up to receive electronic automatic ISIRs for the 2003-2004 or 2004-2005 academic years for the destination number (TG#) you use to submit your PIN Request.

If your school is not enrolled to receive automatic ISIRs, you cannot make PIN Requests. To verify or update your status for electronic automatic ISIRs or PIN Requests, contact CPS/WAN Technical Support at 800/330-5947.

Student Eligibility for a Renewal FAFSA

The CPS creates the 2004-2005 Renewal Application (RAPP) database from the 2003-2004 database between October 6, 2003 and October 10, 2003. The creation process selects the most current 2003-2004 CPS transaction with an EFC for each student that did not result from a dependency override or professional judgment.

A RAPP record is produced from the selected transaction, and the student is eligible to file a 2004-2005 Renewal FAFSA if the selected transaction also meets all the following conditions:

- The transaction does not have a duplicate current SSN (that is, the same current SSN as another student on file with the CPS for 2003-2004);

- The transaction does not contain an NSLDS match flag indicating the student is in default or owes an overpayment on a Title IV grant or loan; *and*

- The mailing state is not CN or (FC or blank and ZIP code is 00000).

What will the student receive—a paper Renewal, a PIN Mailer, or a PIN Reminder through e-mail?

After a student is selected for a Renewal FAFSA, the CPS reviews the student's 2003-2004 record to determine which type of Renewal FAFSA document the student will receive.

If the student meets one of the following criteria, he or she receives a PIN Mailer instead of a paper Renewal FAFSA:

- Grade level in college equals fifth-year undergraduate, graduate/professional, or beyond.

- Applicant used the Web to file an application or to make a correction to his or her application in 2003-2004.

- Your school or another school requests that the student receive a PIN instead of a paper Renewal Application.

If the student meets one of the above criteria and supplied an e-mail address with correct syntax on his or her 2003-2004 record, the student will receive a PIN Reminder through e-mail. This situation applies to both paper and electronic filers.

If the student does not meet any of the above criteria, he or she will receive a paper Renewal FAFSA.

PIN Requests

Questions & Procedures for Submitting PIN Requests

What is a PIN Mailer?

When the Renewal Application process begins in October 2003, some students will automatically receive PINs for filing Renewal Applications on the Web instead of receiving paper Renewal FAFSAs. A PIN Mailer is a paper document that is mailed to the student's permanent mailing address. It contains the student's PIN, which the student can use to access his or her Renewal Application through Renewal FAFSA on the Web.

What is a PIN Reminder through e-mail?

Students who supplied an e-mail address with correct syntax on their 2003-2004 FAFSA and qualified to participate in the Renewal Application process will receive a PIN Reminder through e-mail instead of a paper PIN Mailer. The reminder is sent to applicants who have previously received a PIN to remind them to file using Renewal FAFSA on the Web. The PIN Reminder will not include the URL to retrieve the PIN.

What are the important dates I need to remember?

Schools can begin submitting 2004-2005 PIN Requests to the CPS on *October 6, 2003* using one of the options described below. Students can enter and submit 2004-2005 Renewal FAFSA data to the CPS beginning on *January 1, 2004.*

By submitting your PIN Request by *October 31, 2003, at 5:00 p.m. CT*, you are asking the CPS to send PINs to your eligible Renewal FAFSA students instead of paper Renewal FAFSAs.

What are my PIN Request options?

After your school's destination is properly set up to participate, (see "Eligibility for the Renewal Application Process" section), you can submit a PIN Request for the 2004-2005 processing cycle. By submitting a PIN Request, you are telling the CPS you want the specified students to receive a PIN Mailer instead of the paper Renewal FAFSA.

Your school has two options for requesting PINs for your students:

- Make a PIN Request through FAA Access to CPS Online. You can choose the following request types:

  - Type 1: Request PINs for all of the records for all the schools under your destination number;

  - Type 2: Request PINs individually by SSN (your school code must be listed on the student's renewal application record);

  - Type 3: Request PINs for all of the records for specific schools; or

  - Type 4: Request PINs for all of the records for all of the schools under your destination number by grade level.

- Make a Type 2 Individual PIN Request through the SAIG. You can build an ASCII file of SSNs and name IDs that can be transmitted to the CPS through the SAIG.

  Please note the following about Type 2 Requests:

  - *New for 2004-2005:* CPS Header and CPS Trailer records are not required for the Type 2 Request.

  - EDconnect, the SAIG transmission software, does not check your PIN Request file to ensure correct formatting. We suggest you double-check your file before transmission to confirm that it is formatted correctly. See the "Helpful Hints for Submitting Type 2 Requests through the SAIG" section for formatting tips.

  - You *must* include the SAIG Transmission Header and Trailer records within the ASCII file you build.

  - Do not use last year's record layouts, dates, or blank lines within your Type 2 Request file.

  - Enter all alphabetical information in UPPERCASE letters throughout the file.

How do I make a PIN Request using the FAA Access to CPS Online Web site?

Follow the steps below to access the FAA Access to CPS Online Web site to submit your 2004-2005 PIN Request.

1. Go to the FAA Access to CPS Online home page at fafsa.ed.gov/FAA/faa.htm.

2. Select **Make PIN Requests** on the "Welcome to the FAA Access to CPS Online!" page. The PIN Authentication page appears. This option will be removed from this page after the PIN Request cut-off date, October 31, 2003.

3. Enter your SSN, first two letters of your last name, your date of birth, and your PIN. After you are authenticated by the server, the "Welcome to the FAA Main Menu" page appears.

4. From the "Welcome to the FAA Main Menu" page, select **PIN Requests**.

5. Enter your Destination Number (TG#) on the "PIN Requests" page and click **Next**. The "Step 1: PIN Request Type" page appears.

6. Select the PIN Request type option that best suits your needs by clicking the corresponding button.

    Type 1: Request PINs for all records for all schools under your destination number

    A. Select this option and click **Next**. The "Step 2: PIN Request Verification" page appears.

    B. Go to step 7.

    Type 2: Request PINs individually by SSN

    From the "Step 1: Request by Social Security Number" page:

    A. Enter individual student SSNs and name IDs (first two letters of the student's last name) on this page.

    B. If you need to submit more than 12 entries (each page can contain up to 12 entries), click **Enter More Students**. A new page with 12 additional entry fields appears.

    C. Click **Enter More Students** until you have entered all SSNs and name IDs.

D. If you want to go back through the list and make revisions, click **Previous**.

E. After you enter all SSNs and name IDs, click **Next**. The "Step 2: PIN Request Verification" page appears.

F. Go to step 7.

Type 3: Request PINs for all records for specific schools

From "Step 1: Request All Records for Specific Schools" page:

A. Enter individual Federal School Codes on this page.

B. If you need to submit more than 40 Federal School Codes (each page can contain up to 40 school code entries), click **Enter More School Codes**. A new page with 40 additional entry fields appears.

C. Click **Enter More School Codes** until you have entered all of your Federal School Codes.

D. If you want to go back through the list and make school code changes, click **Previous**.

E. After you enter all of your Federal School Codes, click **Next**. The "Step 2: PIN Request Verification" page appears.

F. Go to step 7.

Type 4: Request PINs of all the records for all of the schools under your destination number by grade level

From the "Step 1: Request All Records for Specific Grade Levels" page:

A. Select the college grade levels (you can select more than one).

B. After you choose the appropriate grade levels, click **Next**. The "Step 2: PIN Request Verification" page appears.

C. Go to step 7.

7. If you want to go back and select a different PIN Request type, select the "Step 1: PIN Request Type" link, which returns you to the PIN request type list.

8. Now you are ready to submit your request. Click **Submit** at the bottom of the verification page. The "Step 3: Confirmation - PIN Request" page appears, providing the date the request was submitted to the server for processing at the CPS. You can print this confirmation page for your records by clicking **Print**.

How do I make a Type 2 PIN Request through the SAIG?

To make a Type 2 Request, build an ASCII file of SSNs and name IDs that can be transmitted to the CPS through the SAIG. If you choose this method to submit your PIN Request, you must follow the "Type 2 Individual PIN Request Export and PIN Error Import Record Layout" (see the appendix for the layout). The CPS cannot process Type 2 PIN Requests submitted in any other file format. You should use the message class RADD05IN for your PIN Request file when you transmit it to the CPS through the SAIG.

Helpful Hints for Submitting Type 2 Requests through the SAIG

In past years, EDE schools that submitted Type 2 PIN Requests made some errors on their requests. To avoid these common errors, view the Helpful Hints found in the appendix.

Example of a Type 2 PIN Request file

The following is an example of a correctly formatted Type 2 Individual PIN Request Export Record file. Your file should look similar to this:

```
TGXXXXX52 111111111AB 222222222AB 333333333AB 444444444AB 555555555AC @@@@@@ Y
TGXXXXX52 666666666AD 777777777AD 888888888AD 999999999AD 101010101AD @@@@@@ Y
TGXXXXX52 121212121AD 131313131AD 141414141AH 151515151DN 161616161DO @@@@@@ Y
TGXXXXX52 171717171ZN 181818181ZO 191919191ZO 202020202ZU 212121212ZU @@@@@@ Y
TGXXXXX52 232323232ZU 242424242ZU                                     @@@@@@ Y
```

Note:

XXXXX = your school's TG number

@@@@@ = your school's Federal School Code

When will my PIN Request be processed?

The CPS begins processing 2004-2005 PIN Requests on October 13, 2003 and continues to process requests daily through October 31, 2003.

Note: You can submit requests beginning October 6, 2003.

The CPS returns any PIN Request Error Import Files to your destination number through the SAIG, even for those PINs requested through the FAA Access to CPS Online Web site. The message class for PIN Request Error Files is EREP05OP.

If you have no errors in your file, you can assume your requests have been processed. The CPS does not send an acknowledgement of your PIN Requests.

I received an EREP05OP file. What is it and what do I do with it?

What is it?

The CPS may reject a PIN Request for a variety of reasons. If this occurs, the CPS generates and sends to you an EREP05OP file through the SAIG.

What do I do with the EREP05OP file?

To determine what type of error your PIN Request generated, open the EREP05OP file in an ASCII-compatible text file viewer (such as Microsoft WordPad, Notepad, or Word). Use the record layouts in the appendix of this guide to assist you in interpreting the file.

You can receive five types of errors from the CPS:

- Error Code (position 10): entire request is rejected.

  Found on all request types

- ID Error Code (positions 22, 34, 46, 58, or 70): specific student ID is rejected.

  Found on the Type 2 Request only

- Federal School Code Error Code (positions 17, 24, 31, 38, 45, 52, 59, 66, or 73): specific Federal School Code rejected.

  Found on the Type 3 Request only

- Federal School Code Error Code (position 77): Federal School Code is rejected.

  Found on the Type 2 Request only

- Format Error Code (position 81): entire request is rejected

  Found on the Type 2 Request only

NOTE: All request types can be submitted using the FAA Access to CPS Online Web site. In addition to FAA Access to CPS Online, a Type 2 PIN Request can be constructed and submitted through the SAIG.

How do I interpret the specific error messages in the EREP05OP file?

The following tables define all valid error codes and their resolutions. Look in the specified field position listed in the table heading. Identify the error code and use the table to determine the error definition and resolution.

<table>
<tr><td colspan="3" align="center">Error Code found in position 10
All requests</td></tr>
<tr><td align="center">Error Code</td><td align="center">Definition</td><td align="center">Resolution</td></tr>
<tr><td align="center">1</td><td>Invalid destination number</td><td>Verify that the destination number in positions 1-7 is correct.</td></tr>
<tr><td align="center">2</td><td>Destination not valid for participation</td><td>Verify that the destination number in positions 1-7 is correct and has a proper SAIG Enrollment Form on file with the SAIG for PIN Requests.</td></tr>
<tr><td align="center">3</td><td>No records found in Renewal Application database</td><td>Verify that the SSN and name ID entries are valid and meet specifications. Also, verify that you had not previously requested these student records.</td></tr>
</table>

ID Error Code found in positions 22, 34, 46, 58 or 70		
Type 2 Request Only		
Error Code	**Definition**	**Resolution**
1	ID not flagged for Renewal Application	Verify the SSN and name ID. If correct, the student is not eligible to participate in the Renewal Application process.
2	ID and Federal School Code mismatch	Verify that the Federal School Code in positions 71-76 is correct and on the student record. If the code is not on the student record, the requesting school cannot make a PIN Request for the student.
4	Duplicate request, record previously sent	No action needed. Your previous request has been processed.

Federal School Code Error Code found in positions 17, 24, 31, 38, 45, 52, 59, 66, or 73		
Type 3 Request Only		
Error Code	**Definition**	**Resolution**
1	Federal School Code invalid or not under this destination number	Verify the Federal School Code entries are correct or check the PIN enrollment status.
2	No records found for Federal School Code	Verify that the Federal School Code entries are correct and have appropriate EDE productional status.

Federal School Code Error Code found in position 77		
Type 2 Request Only		
Error Code	**Definition**	**Resolution**
3	Federal School Code invalid or not under this destination number	Verify that the Federal School Code in positions 71-76 is correct or check PIN enrollment.

	Format Error Code found in position 81	
	Type 2 Request Only	
Error Code	**Definition**	**Resolution**
A	Incorrect destination number (TGXXXXX) on the SAIG network Header/Trailer records	Verify the destination number in positions 6-12 on the SAIG network Header/Trailer records.
B	Incorrect Message Class on the SAIG network Header/Trailer records	Message Class must be "RADD05IN" in positions 25-32 on the SAIG network Header/Trailer records.
C	Incorrect destination number (TGXXXXX) on the SAIG network Header/Trailer and Type 2 PIN detail records	Verify that the destination number matches in the SAIG network records and Type 2 PIN detail records.
D	Incorrect Year Indicator	Year Indicator must be "5" in position 8 of the Type 2 PIN detail record.
E	Non-Type 2 request sent electronically through the SAIG	PIN Request Type must be "2" in position 9 of the Type 2 PIN detail record.
F	Mismatch of type and record format	Verify that the Type 2 PIN file submitted matches the record layouts included in the appendix of this guide.
G	PIN Request contains blank lines	Verify that the Type 2 PIN file submitted matches the record layouts included in the appendix of this guide.
H	PIN Request contains error codes	Verify that the Type 2 PIN file submitted is not the file returned in the EREP message class.
I	Empty PIN Request submitted	Verify that the Type 2 PIN file submitted contains at least one SSN and Name ID detail record.
J	PIN Request contains low values (Example: Hex "00")	Verify that the Type 2 PIN file submitted matches the record layouts included in the appendix of this guide and initialize all field positions.

Format Error Code found in position 81		
Type 2 Request Only		
Error Code	**Definition**	**Resolution**
K	Incorrect PIN Mailer Indicator	Verify that the content in position 80 of the Type 2 PIN file submitted equals Y.

How do I determine if a student received a paper Renewal FAFSA, a PIN Mailer, or a PIN Reminder through e-mail?

After the records for PINs and Renewal FAFSAs have been selected, your school will receive a file called the RAPP PIN/Print Notification file (PINR05OP). This file tells you whether students from your school received PIN Mailers/e-mails or paper Renewal FAFSAs, or if you have students who were eligible to participate in the Renewal Application process but did not receive either the PIN Mailer or paper Renewal Application. This situation can occur when a PIN was not requested by a school for this student and the student did not include two of the three mailing address fields. You will receive this file even if you did not choose to make a PIN Request for your students. Each PINR05OP file includes all applicants who listed your school code in any of the six school choice fields on their Renewal Application transaction.

Look at the Print Indicator (position 168) and the PIN Mailer Indicator (position 167) to determine if the student received a paper Renewal FAFSA, PIN, or neither. If the PIN Mailer Indicator field is set to Y and the Student E-mail Address field (positions 117-166) is populated, the student received a PIN Reminder through e-mail. If an e-mail address was not present, the PIN Mailer was sent to the student. The PIN Mailer Indicator and the Print Indicator are both set to N to indicate that the student did not receive a PIN or a Renewal Application.

I received a PINR05OP file. What is it, and what do I do with it?

What is it?

A RAPP PIN/Print Notification file is sent to every school with a Federal School Code in the system that has Renewal FAFSA eligible students attending them. This file, which will be sent under the message class PINR05OP in November 2003 by the CPS, lists your school's eligible 2004-2005 Renewal FAFSA student participants. It also indicates whether they were sent a PIN, paper Renewal FAFSA, or neither.

The CPS generates and sends the PINR05OP only once during the 2004-2005 cycle. The file is sent in a flat ASCII text format, which can be read by most text readers (word processing, database, and spreadsheet software). This flat ASCII file can be viewed and printed in a number of ways.

What do I do with the PINR05OP file?

The first step is to download your PINR05OP file. You can download the PINR05OP from the SAIG using EDconnect, mainframe-to-mainframe, or your own transmission software. Be sure to note the directory on your PC or network drive to which you save the file.

The instructions below describe two options for viewing the data sent in the PINR05OP file, after you download the file, which are:

- Importing the file into software, such as a spreadsheet or database software, which enables you to sort and format the data as suits your needs; or

- Printing a paper copy of the PINR05OP file.

NOTE: Before reviewing these procedures, we recommend you print the full record layout for the RAPP PIN/Print Notification file (PINR05OP) found in the appendix of this guide. This record layout is useful in viewing and interpreting the data in the file.

Importing the PINR05OP into a Spreadsheet Program

Follow the steps below to import the PINR05OP file into a spreadsheet program (we use Microsoft Excel 97 for this example):

1. Start Microsoft Excel.

2. Select **File**, **Open** from the menu bar, then select the drive and folder where you saved the PINR05OP file. To locate the PINR05OP file in the folder window, you may need to change the Files of Type field to "All Files."

   As the PINR05OP file is not in XLS (Excel spreadsheet) format, Excel automatically prompts you to convert it.

3. Follow the prompts using these responses: the fields are fixed width, start import at row 2. Select **Next**. Select **Next** again to continue, and then select **Finish**.

4. After you have imported the file into a spreadsheet, you will probably want to increase the column width for certain fields in order to see all the data. Do this by choosing **Format**, **Column**, and **Width**. Increase the number to match the field's length (you can find the record length for each field in the record layouts in the appendix section of this guide).

5. Before printing, use **File**, **Print Preview** to see if the report fits across a single page. If it does not, select **Margins** under Print Preview to adjust left and right margins as necessary before printing.

The file includes one line for each student's 2004-2005 Renewal FAFSA information.

Printing a Paper Copy of the PINR05OP File

To print the contents of the PINR05OP file:

1. Start a text viewer or word processing program on your PC. For instance, you can print the file using the WordPad software program included in all versions of Microsoft Windows. To access WordPad, select **Start**, **Programs**, **Accessories**, **WordPad** from the Windows task bar.

2. Select **File**, **Open**, then the drive and folder where you saved the PINR05OP file. To locate the PINR05OP file in the folder window, you may need to change the Files of Type field to "All Files."

3. After the file is open, use **File**, **Print Preview** to determine if you need to change your margins. Use **File**, **Page Setup** to set left and right margins to "0" to print one student per line.

4. If you prefer to leave the margin settings unchanged, you can go to **Edit**, **Select All** and then decrease the font size using the list on the toolbar or by selecting **Format**, **Font** from the menu bar. Adjust the settings until the file is formatted with one student per line.

5. After you are satisfied with the formatting of the data, select **File**, **Print** and print the report. Depending on the number of pages the file contains, you may want to print the file in groups of pages instead of all at once.

    The file includes one line for each student's 2004-2005 Renewal FAFSA information.

How do I interpret the data in the PINR05OP file?

The PINR05OP is produced in the following field order (from left to right). See the RAPP PIN/Print Notification Record Layout in the appendix of this guide for specific field positions.

- Original SSN

- Original Name ID

- Student's Last Name

- Student's First Name

- Middle Initial

- Permanent Mailing Address

- Student's Permanent City

- Student's Permanent State

- Student's Permanent Zip Code

- Student's Date of Birth

- Student's Permanent Phone Number

- Student's E-mail Address

- PIN Indicator (where Y = student received PIN)

- Print Indicator (where Y = student received direct print paper Renewal FAFSA)

- Destination Number (your TG number)

Appendix

Record Layouts

Schools that want to submit their PIN Request to the CPS using the SAIG instead of the FAA Access to CPS Online Web site use the following layouts.

Type 2 Individual PIN Request Export and PIN Error Import Record Layout

(RADD05IN- Sent to CPS; EREP05OP- Received from CPS)

Field #	Start	End	Length	Changes	Field Name	Valid Content	Justify
1	1	7	7		Destination Number SAIG assigned when initial Enrollment Form was processed.	'TGXXXXX' where XXXXX is the 5-digit code for your destination number	Left
2	8	8	1	Modified valid content	Year Indicator	5, will always be '5' (for 2004-2005)	Left
3	9	9	1		PIN Request Type	Always '2' for Selected Individual Requests	Left
4	10	10	1		Error Code Sent to CPS -------------------------- Received from CPS **NOTE:** If record meets multiple error codes, the lowest number is reported.	Blank -------------------------- 1 = Invalid destination number 2 = Destination not valid for participation 3 = No records found on Renewal Application Database Blank = No error	Left
5	11	21	11		ID Field 1	Original SSN and Name ID Code	Left
6	22	22	1		ID Error Code 1 Sent to CPS -------------------------- Received from CPS	Blank ------------------------------ 1 = ID not flagged for Renewal Application 2 = ID and Federal School Code mismatch 4 = Duplicate request, record previously sent Blank = No error	Left

Type 2 Individual PIN Request Export and PIN Error Import Record Layout (Continued)

Field #	Start	End	Length	Changes	Field Name	Valid Content	Justify
7	23	33	11		ID Field 2	Original SSN and Name ID Code	Left
8	34	34	1		ID Error Code 2	Same as ID Error Code 1	Left
9	35	45	11		ID Field 3	Original SSN and Name ID Code	Left
10	46	46	1		ID Error Code 3	Same as ID Error Code 1	Left
11	47	57	11		ID Field 4	Original SSN and Name ID Code	Left
12	58	58	1		ID Error Code 4	Same as ID Error Code 1	Left
13	59	69	11		ID Field 5	Original SSN and Name ID Code	Left
14	70	70	1		ID Error Code 5	Same as ID Error Code 1	Left
15	71	76	6		Federal School Code	X00000 to X99999 Valid characters for the first position are 0 (zero), B, E, or G	Left
16	77	77	1		Federal School Code Error Code Sent to CPS --------------------------- Received from CPS	Blank ------------------------------ 3= Federal School Code invalid or not under this destination number Blank = No error	Left
17	78	79	2		Filler	For FSA Use Only	Left
18	80	80	1		PIN Mailer Indicator	Y = Request CPS to print and send PINs to students	Left

Type 2 Individual PIN Request Export and PIN Error Import Record Layout (Continued)

Field #	Start	End	Length	Changes	Field Name	Valid Content	Justify
19	81	81	1	Modified valid content	Format Error Code Sent to CPS ------------------------------ Received from CPS	Blank ------------------------------ A = Incorrect destination number (TGXXXXX) on the SAIG network Header/Trailer Records B = Incorrect message class on the SAIG network Header/Trailer Records C = Incorrect destination number (TGXXXXX) on the SAIG network Header/Trailer and Type 2 PIN detail Records D = Incorrect Year Indicator E = Non-Type 2 request sent electronically through SAIG F = Mismatch of type and record format G = PIN Request contains blank lines H = PIN Request contains error codes I = Empty PIN Request submitted J = PIN Request contains low-values Example: Hex '00' K = Incorrect PIN Indicator Blank = No error	Left
20	82	85	4	Decreased from 28 bytes.	Filler	For FSA Use Only	Left
	Total Bytes	**85**		Last year this layout contained 109 bytes			

RAPP PIN/Print Notification Layout

(PINR05OP)

Field #	Start	End	Length	Changes	Field Name	Valid Content	Justify
1	1	9	9		Original Social Security Number The student's original SSN as initially processed by the CPS.	001010001 to 999999999	Right
2	10	11	2		Original Name ID First two characters of last name as processed initially by the CPS.	Uppercase A to Z Space(s) . (period) ' (apostrophe) - (dash) Blank	Left
3	12	27	16		Student's Last Name	0 to 9 Uppercase A to Z Space(s) . (period) ' (apostrophe) - (dash) Blank	Left
4	28	39	12		Student's First Name	0 to 9 Uppercase A to Z Space(s) . (period) ' (apostrophe) - (dash) Blank	Left
5	40	40	1		Middle Initial	Uppercase A to Z Blank	Left

RAPP PIN/Print Notification Layout (Continued)

Field #	Start	End	Length	Changes	Field Name	Valid Content	Justify
6	41	75	35		Permanent Mailing Address	0 to 9 Uppercase A to Z . (Period) ' (Apostrophe) - (Dash) , (Comma) # (Number) @ (At) % (Percent or care of) & (Ampersand) / (Slash) Space(s) Blank	Left
7	76	91	16		Student's Permanent City	0 to 9 Uppercase A to Z . (Period) ' (Apostrophe) - (Dash) , (Comma) # (Number) @ (At) % (Percent or care of) & (Ampersand) / (Slash) Space(s)	Left
8	92	93	2		Student's Permanent State	Uppercase A to Z Valid postal code See State/Country/ Jurisdiction Codes in the "Processing Codes" section of the *EDE Technical Reference.* Blank	Left
9	94	98	5		Student's Permanent Zip Code	00000 to 99999 Blank	Right
10	99	106	8		Student's Date of Birth	Format is CCYYMMDD 19000101 to 19991231 Blank	Left
11	107	116	10		Student's Permanent Phone Number	0000000000 to 9999999999 Blank	Right

RAPP PIN/Print Notification Layout (Continued)

Field #	Start	End	Length	Changes	Field Name	Valid Content	Justify
12	117	166	50		Student E-mail Address	One and only one '@' (at-sign) allowed. Before @: • at least one valid character • all characters in the range of ASCII 33-126, except for the following 12 characters < > ( ) [ ] \ , ; : " @ • period (.) cannot be first, last or adjacent to another period After @: • at least one valid character • only letters, digits, hyphen, underscore, and period (A-Z, a-z, 0-9, -, _, .) hyphen, underscore, and period cannot be first, last, or adjacent to a period	Left
13	167	167	1		PIN Mailer Indicator	Y = Student received PIN N = Student did not receive PIN Blank	Left
14	168	168	1		Print Indicator	Y = Student received Direct Print Paper Renewal FAFSA N = Student did not receive Direct Print Paper Renewal FAFSA Blank	Left
15	169	175	7		Destination Number SAIG assigned when initial Enrollment Form was processed.	'TGXXXXX' where XXXXX is the 5-digit code for your destination number	Left
16	176	185	10	Modified field length	Filler	For FSA Use Only	Left
	Total Bytes	**185**					

Helpful Hints for Submitting Type 2 Requests through the SAIG

In past years, EDE schools that submitted Type 2 PIN Requests made some errors on their requests. The most common errors and tips on how to avoid and fix the errors are listed in the following table.

Helpful Hints	
The CPS rejected the PIN Request because the request file contained…	**Review your request file to ensure that…**
Information typed lowercase	All alphabetical information in the file is in ALL UPPERCASE LETTERS.
Incorrect order of the layout	The order of records in the file is: • O*N05 (SAIG network header), • Type 2 Request Individual PIN Request records (student IDs), and • O*N95 (SAIG network trailer). **NOTE:** Schools transmitting their data with the EDconnect software do not need to add the SAIG Header and Trailer records, as the software does this for you.
Student name IDs typed lowercase	All student name IDs are in UPPERCASE LETTERS.
Blank lines between data lines	No blank lines are between data records in the file.
No network Header/Trailer (**only** schools using the mainframe version of the SAIG transmission software)	The network Header and Trailer records (O*N05 and O*N95, respectively) are in the file.
Application or correction data	You did not send electronic application or electronic correction data in the RADD05IN message class.

Helpful Hints (Continued)	
The CPS rejected the PIN Request because the request file contained…	**Review your request file to ensure that…**
Duplicate student identifiers	Each student identifier (SSN and the first two letters of the last name) provided in each student ID block of the detail line must be unique. Do not send the same student identifiers in all five student blocks in the record.
No detail Individual PIN Request records	Individual student PIN Requests are included within the Type 2 PIN Request file. Do not send an empty file.
Detail Individual PIN Request records in the incorrect position(s)	The detail records start in position 1 with the destination number. Do not start a Type 2 detail record with a blank.
Federal School Code in incorrect position	Your Federal School Code is in positions 71 to 76 of the Type 2 Individual PIN Request Export Record detail lines.
Student identifier in incorrect position(s)	The student identifiers (SSN and first two letters of last name) are positioned incorrectly within the Type 2 Individual PIN Request Export Record detail lines. Not all of the five-student ID blocks per line need to be populated, but at least one student identifier per line must be populated.
Invalid PIN Mailer Indicator (position 80 of the Type 2 Individual PIN Request Export Record layout)	The PIN Mailer Indicator for PIN Request files are set to Y (request the CPS to send PINs to students) in position 80 of the Type 2 Individual PIN Request Export Record Layout.
A resubmission of PIN Error File sent by the CPS to the school	The EREP05OP file (PIN Request Error File sent to your school by the CPS) is not returned to the CPS for the second PIN Request file.